



**Nishnawbe-Aski Legal Services Corporation**

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**NEW EMPLOYEE DETAIL FORM**

**Personal Information:**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Date of Birth (YYYY/MM/DD): \_\_\_\_\_

Phone #: \_\_\_\_\_ Alt. #: \_\_\_\_\_

Email (*Personal*): \_\_\_\_\_

**Home Address:**

# \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

**Mailing Address (if different):**

P.O Box \_\_\_\_\_ City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

**Employment Information:**

Start Date: \_\_\_\_\_ Employee #: \_\_\_\_\_

Employment Type:

Permanent

Contract

End Date: \_\_\_\_\_

Employment Status:

Full Time

Part Time

Casual

**BUDGET CODE:**

Salary:

Position: \_\_\_\_\_ Pay Band:

Manager: \_\_\_\_\_ Grid:

**Banking & Payroll Information:**

Name of Bank: \_\_\_\_\_

Account #: \_\_\_\_\_

Transit #:

Institution #: \_\_\_\_\_

SIN #:

**Tax Exemption:**

Declaration Form Attached?

Yes Band Membership #: \_\_\_\_\_

No - Fed/Prov Tax Forms Attached

**Pension and Benefits:**

Pension Eligibility Date: \_\_\_\_\_

Benefit Eligibility Date: \_\_\_\_\_

**Finance Only:**

Date Received: \_\_\_\_\_ Entered into Adagio Systems by: \_\_\_\_\_